



MINUTES

Board Meeting

WEDNESDAY 21 SEPTEMBER 2011 at 8PM
At the Sailing Club, 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:10 PM

2 PRESENT: John Holland, Pat Doogue, Jennifer Bould, Rick French, Steve Clinch, Meg Vine

3 APOLOGIES: Chris Wood and Natasha Pataki

4 MINUTES OF PREVIOUS MEETING 9 AUGUST 2011 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Pat Doogue

Seconded: Rick French

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Actioned. Clubs advised at AGM of new procedures to be put into place given endorsement of the Risk Assessment and Child Safety Policy.
2	Actioned. Arrange transfer of DBSA phone line to The Sailing Club and for data line to be included also.
3	Actioned. Purchase an answering machine for The Sailing Club.
4	Actioned. Number of tents required for AMGs to be advised to Pat to coordinate. Action: John
5	Actioned. Volunteer Log Book retrieved from Steve Clinch.
6	Ongoing. Letter to be sent to Canoe SA thanking them for use of tinnie and rubber duckie and seeking clarification on breakdown of rent paid by all users.
7	Actioned. Clubs advised of Come N Try sessions available during the Port Festival to be held on 8&9 Oct. Meg Vine to coordinate with Chris Wood.
8	Withdrawn. Approach Alison Miller to coordinate above (#7) event.
9	Actioned. SADA's pink boat will be relocated to the Port so that the ex Streaky Bay boat can be used instead on the Torrens allowing for three boats to be kept there which are exactly the same.
10	Actioned. Minimum order of 6 shirts for accredited volunteers placed and supplied.
11	Actioned. Submit 2010/11 Portfolio report to Chris Wood for collation in AGM papers. Agreed now to compile into a .pdf document and post to the website. Action: Marie
12	Ongoing. Names of signs for tents for AMGs of Team names and First Aid, Volunteers, Judges and Officials to be advised to Pat.
13	Actioned. Organise security for AMGs for Thu-Sat inclusive from 7pm to 6am. John Holland advised that the AMGs organises were planning a publicity event on the Thursday prior (6 th Oct) between the media outlets and that 3 x sweeps, drummers and strokes would be required to assist. Action: John
14	Ongoing. Meg Vine to follow up with Adelaide Phoenix if they will consider changing their preferred training time at the Port on Saturdays as insufficient amount of boats available.
15	Actioned. John Holland advised that grant was only available to purchase life jackets for The Sailing Club to individual clubs and not the actual association. The Club One grant with Sport

	SA was an option but it does not close until December with funding available in the New Year. Agreed with profit made from Mildura Masters Games to purchase 80 lifejackets at a cost of \$48.50 each through Canoe SA. Action: John
16	Actioned. Water Warriors were advised that some of their paddlers have indicated on their rego form that they do not wish their photos to be used and the ramifications of this and after follow up it was agreed that was no longer the case.
17	Actioned. Clubs advised at AGM of Early Bird Discount period to be shortened and to expire on 15 th July each year to encourage early registrations. Noted that the current due date for participants to pay their registration fee in the Constitution being immediately following the AGM, was not being followed and agreed that change should be made to the Constitution to bring it into line with current practices. Proposed amendment to be brought to next meeting for consideration by Board prior to an SGM being called as part of the next Presidents Forum. Action: John
18	Actioned. Insurance policies brought into line to financial year now and currently paid up to 30 June 2013.
19	Ongoing. Reassign volunteers' tasks from log book into different levels with aim being to offer grading of "Competency Level 3 DBSA Official".
20	Actioned. Follow up with Sport SA provision of relevant Volunteer Request form to suit dragon boating requirements.
21	Ongoing. Steve Clinch to follow up with Julie status of draft policy to govern co-opting to the Board whereby the co-optee is first invited to attend a Board meeting to allow both parties to assess whether comfortable with the arrangement.
22	Ongoing. Provide 2010/11 corporate paddle breakdown details.
23	Ongoing. Key register to be updated to record key for trailer given to Steve, Jen and John.
24	Ongoing. Update sweeps accreditation test to be more generic.
25	Ongoing. Arrange for article in Naracoorte Herald to promote above event and also through community notices.
26	Arrange to inform local schools and clubs of above Come N Try event.
27	Actioned. Repair jockey wheel on DBSA trailer.
28	Actioned. Liaise with Auditor re updated asset register.
29	Ongoing. Discussion held on what the artwork/design should look like on the DBSA trailer with John to follow up concept with sign writer. Action: John Noted AusDBF keen to introduce the one logo for national use with different colours to distinguish the states and each state to change their name to Dragon Boating South Australia etc however AusDBF would not change its name. Comment passed that the dragon image on the SA logo was actually facing the wrong way and perhaps should be at the front of the wording.
30	Ongoing. Send list of names of 6 participants at Coaches course to be sent to John to determine who has not yet paid. Noted AusDBF have still not sent invoice. Action: Jen
31	Ongoing. Look at options for a social function to recognise volunteers after the State Championships at The Sailing Club.
32	No longer required. Arrange dump bin for The Sailing Club maintenance works.
33	Actioned. Steve Clinch attended the Pan American Club Crew event briefly and commented that it would not be worthwhile participating in.
34	Ongoing. Bio required for Life Member nominee presentation.

Reconciliation Report				
ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-110		ACCOUNT 1		
Date of Bank Statement: 31/08/2011				
Reconciled Cheques				
142102	18/07/2011	Blue Water Raiders		\$331.35
142103	9/08/2011	Admin Focus		\$1,513.33
	eft 10/08/2011	John Holland - PA sail club		\$2,187.07
	eft 10/08/2011	Telstra		\$56.64
	eft 10/08/2011	Adelaide Coffee Company Pty Ltd		\$300.00
	eft 15/08/2011	Graphpak Australia Pty Ltd		\$2,417.80
142104	23/08/2011	Carmine's Restaurant		\$79.70
Total:			\$0.00	\$6,885.89
Reconciled Deposits				
2061	1/08/2011	SADA - F10	\$1,330.00	
2062	1/08/2011	Waiwilta Paddling Club Inc - F9	\$1,197.00	
2063	2/08/2011	Adelaide Sea Dragons - F6,C2	\$964.00	
2064	4/08/2011	ASA - F6	\$798.00	
2065	5/08/2011	Black Dragons DB Club F20, Jun1, TS1	\$2,856.00	
2066	8/08/2011	Subsonix DB Club - F8	\$1,064.00	
2067	8/08/2011	ASA - F4	\$532.00	
2068	11/08/2011	Dragons Abreast Pt Lincoln - C1	\$83.00	
2069	12/08/2011	Adelaide Phoenix - F14, Jun1	\$1,945.00	
2070	12/08/2011	Warriors Dragons Abreast - Adel - F23	\$3,059.00	
2071	12/08/2011	Waiwilta Paddling Club Inc - F7	\$931.00	
2072	15/08/2011	Blue Water Raiders - C18	\$1,494.00	
2073	15/08/2011	Adelaide Sea Dragons - F2, C2, Jun 1	\$515.00	
2074	15/08/2011	ASA - F1	\$133.00	
2075	17/08/2011	Subsonix DB Club - F4	\$532.00	
2076	18/08/2011	SADA - F7	\$931.00	
2077	19/08/2011	ASA Cooper Coast - F8	\$1,064.00	
2078	23/08/2011	Adelaide Phoenix - F1	\$133.00	
2079	24/08/2011	Subsonix DB Club - F6, jun 1	\$881.00	
2080	24/08/2011	SADA - F4	\$532.00	
2081	25/08/2011	Adelaide Phoenix - F8, ST2	\$1,290.00	
2082	25/08/2011	Adelaide Sea Dragons - F3, C4	\$731.00	
2083	25/08/2011	Water Warriors DB Club - F29	\$3,857.00	
2084	26/08/2011	Adelaide Phoenix - F3	\$399.00	
2085	26/08/2011	Waiwilta Paddling Club Inc - F3	\$399.00	
2086	29/08/2011	Water Warriors DB Club - F2	\$266.00	
2087	30/08/2011	Adelaide Sea Dragons - F2	\$266.00	
2088	30/08/2011	ASA - F3	\$399.00	
2089	30/08/2011	Blue Water Raiders - C18	\$1,494.00	
2090	31/08/2011	SADA - F2	\$266.00	
2091	31/08/2011	ASA - F2	\$266.00	
2092	31/08/2011	Adelaide Phoenix - F5	\$665.00	
2093	31/08/2011	Black Dragons DB Club - F15	\$1,995.00	
2094	31/08/2011	Lauren Vallance	\$45.00	
2095	31/08/2011	Payment: Fiona Shepheard	\$20.00	
Total:			\$33,332.00	\$0.00
Outstanding Cheques				
142084	12/05/2011	C Wood		\$26.65
Total:			\$0.00	\$26.65
Reconciliation				
			MYOB Balance on 31/08/2011:	\$40,430.54
			Add: Outstanding Cheques:	\$26.65
			Subtotal:	\$40,457.19
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$40,457.19
Cheque Account: 1-1130		ACCOUNT 3		
Date of Bank Statement: 31/08/2011				
Reconciled Deposits				
	int 31/08/2011	Bank SA	\$37.34	
Total:			\$37.34	\$0.00
Reconciliation				
			MYOB Balance on 31/08/2011:	\$8,412.70
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$8,412.70
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$8,412.70

In order to reduce the amount of reports required to be produced by the Treasurer it was agreed that the T Report was not needed anymore as the information within was already in the MYOB report and that the reporting period should only be for each calendar month – it was left to the Treasurer to decide whether or not to produce a separate report.

Letter to be written to the Office of Recreation & Sport along with a cheque returning the amount of \$5000 given to employ a trainee which never eventuated.

Action: John

Moved: Jennifer Bould Seconded: Rick French Carried
Motion to accept financial reports and pay accounts on Account 1

7 STRATEGIC PLAN REVIEW

1. Administration

1.1 Executive Officer/Office Staff

John Holland tabled a draft Position Description for the Executive Officer position and said he would like Board consideration to him undertaking the position for at least 12 months initially as he was already undertaking the majority of the work. Proposed fee of \$10,000 per annum. Agreed to circulate Position Description with the Minutes.

Action: John/Marie

1.2 Governance Review

Agreed Governance review should be conducted again early in 2012.

Action: Chris

1.3 Development/refine Portfolio Committee structure

Consensus is happy with the current committee structure which was working well.

1.4 Review/Create policies

Policies continually being reviewed and created as required.

1.5 Strategic Alliances (eg SARA, Canoe SA)

Considered good liaison in place with both SARA and Canoe SA.

1.6 Review Admin Outsourcing

Current arrangement with Admin Focus and Sport SA is working well. Reduced fee to approximately \$1000 negotiated with Sport SA due to no longer using their venue.

1.7 Review Fee Structure

Consensus is happy with the arrangement for a participant fee rather than a set fee regardless of number of participants.

1.8 Participant Data Base

Consensus is arrangement with the online database through SmartSpace is working well. Agreed procedures manual to be developed for use of the database.

Action: Marie

8 JUNIOR DEVELOPMENT REPORT

John Holland advised that he had discussed with Karen Graetz the Junior Development Officer how best to set up arrangement to look after the schools once a program was up and running. Suggested that a fee be included in the budget to reimburse sweeps, drummers etc who are involved on a regular basis with clubs advised of this opportunity and a list set up of those willing to participate on a regular basis.

Mt Carmel school would be undertaking a 4 week program and it was hoped that a school racing event would be held early in the new year with teams then entering into the state championships thereafter.

Invitation was extended by AusDBF to Karen to attend their recent meeting however it was considered that it would be better use of her time if she actually visited some of the state associations to see how they operate their junior programs.

9 AusDBF REPORT

Noted that the recent AusDBF meeting was actually a strategic planning session rather than a meeting and that it had been disappointing that there was little notice given on this to coordinate ideas beforehand.

The checklist used by DBSA for the AMGs was given to AUsDBF for use in coordinating the National championships.

The discussion re each state association changing its name to the generic "Dragon Boating Victoria" etc was discussed but the DBSA thought was that it should only be changed if there was a valid reason to do so (ie major sponsorship).

10 SECRETARY'S REPORT

John Holland reported on the following correspondence:

✚ AS discussed earlier ClubsOne grant application closes on 12th December.

✚ Power Blades seeking approval to fundraise on race days by selling sell automated coffee, yoghurt, fresh juice, pretzels etc.

Agreed more information was required from them on the coffee to be supplied as there was a current arrangement in place with a preferred supplier already for the season. It would need to be of equivalent standard. Cost would be \$50 for a site fee each occasion.

Action: John

✚ Ongoing correspondence with Clinton Barker from Mawson Lakes in regard to establishing a dragon boat club once a suitable location for storing a dragon boat can be arranged through the Council.

✚ Promotional brochure received from Engineered Water Systems a supplier of pontoons.

✚ Cruising Yacht Club correspondence received on how they offer sponsorship for their race days where they offer the naming rights to particular events. Considered could offer something similar at \$100 for DBSA race days which would increase for Port Challenge and State Championships and could be readily sold. Sponsorship package to be tabled at next meeting.

Action: John

11 CLEARANCES

The following clearance applications were tabled and ratified:

✚ Meredith Brown	from Adelaide Sea Dragons	to Adelaide Phoenix
✚ Sharon Wallace	from Adelaide Sea Dragons	to SADA
✚ Malcolm Wallace	from Adelaide Sea Dragons	to SADA

12 NEW BUSINESS

12.1 The Sailing Club

✚ Training out of Port Adelaide

The arrangement with Land Management Corporation places the onus on DBSA to have on water activity each week night so clubs are encouraged to consider training there on available nights.

✚ Sailing Club Launch

Launch to be held on 12th November with the Port Adelaide Artists Forum and DBSA working towards a successful event.

12.2 Directors Code of Conduct

The Directors Code of Conduct policy was tabled with commitment given by all Directors to abide by it.

12.3 Australian Masters Games

The finalities for the AGMs were discussed. Given the Corporate event for the media being held on the Thursday prior it was agreed to schedule the Volunteers meeting at 2:30pm to allow some of those to participate as required.

The map of the venue is to be emailed to Rick French.

Action: John

Canoe SA safety boat is to remain at the venue until completion of event on the Sunday. Team sheets have been finalised and will be laminated.

12.4 1st Race Day – Torrens 10s

The green Volunteer shirts are to be worn each race day as noted OR&S may visit at any stage to monitor the progress of the program.

Noted the moorings had all been painted.

12.5 State Squad

Steve Clinch tabled his various model for the selection of the Premier team for the Nationals and their day-to-day preparation and training for consideration of the Board.

Each model was duly considered and discussion was held on the best way forward given the difficulty in attracting sufficient number to try out for this team. Agreed that their travel and participation costs would be covered by DBSA which would hopefully encourage participation.

It was agreed that Proposal #2 was the preferred option and that an advertisement should be placed promptly for the Coach.

Action: Steve

In regard to the Masters, Grand Masters and Great Grand Masters teams it was suggested that the winning club from the previous season be given the first option to coordinate the respective teams and that they would pretty much run themselves. Participants could decide themselves which team they wanted to try out for.

Action: John

12.6 Website update

The new website platform would be ready in about two weeks for review.

13 ANY OTHER BUSINESS

✚ Agreed to place an order for a Porta-shade tent to be purchased at a cost of \$1681 for use as the Judges tent. Colour to be blue and artwork to be reviewed and circulated for comment prior. Recommendation on tent had been received from a club in Ballarat.

Action: Jen

✚ Quote to be obtained for purchase of an OC1 outrigger canoe to assist those training for the Australian team.

Action: John

✚ Rick French advised that SADA was coordinating a Come N Try event on Thursday 27 October for some state swimmers.

✚ Clearance Policy #07 to be amended to include annex outlining the step by steps to be followed by clubs.

Action: John & Marie

13 NEXT MEETING

The next meeting has been rescheduled to 8pm on Wednesday 12 October 2011 at 8pm at The Sailing Club, 1 Jenkins Street Port Adelaide.

14 CLOSE OF MEETING – 11:00PM

Signed: _____
Chairperson

Date: ____/____/____